



APPLICATION FOR CONVERSION FROM AN INITIAL TO A STANDARD LICENSE

Board of Educational Examiners
Use Only

INSTRUCTIONS: (Incomplete applications may be returned.)

Revised 10/07
Form #1

1. The application must include a completed application, \$85 nonrefundable application fee, and applicable late fees.
2. Send all materials and check or money order (made payable to the Board of Educational Examiners) to the **Board of Educational Examiners, Licensure, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-0147.**
3. **LATE RENEWAL FEE.** An additional fee of \$25 per calendar month, not to exceed \$150, shall be imposed if a renewal application is submitted after the expiration date. The board will waive the late fee for the following: (a) not currently practicing as an educator in Iowa, (b) obtaining a Substitute License.
4. Please allow four weeks for processing.

FYI – If you have taken any college credit or AEA licensure renewal credit before the issue date of the Standard License, these hours cannot be used to renew the Standard License.

Name changes require a photocopy of official legal documentation.

Applicant's Folder #	Social Security #	Date of Birth Month Day Year	<input type="checkbox"/> Male <input type="checkbox"/> Female
Last Name	First Name	Middle Name	Maiden Name
Address	City	State	Zip Code
Home Phone ()	Work Phone ()	Email Address	

Background Information:

For any "Yes" response, attach a written explanation on 8 1/2" x 11" paper. Be sure to include the date of the violation. DO NOT explain on this application form. *If you have reported a "Yes" response on a previous application, check "PR" (previously reported) instead of "Yes" on this application, if no further conviction(s) has occurred.

- a. Yes ☐ No ☐ PR ☐ Have you ever been convicted of a felony?
- b. Yes ☐ No ☐ PR ☐ Have you ever been convicted of a crime other than parking or speeding violations?
(NOTE: Include all deferred judgments.)
- c. Yes ☐ No ☐ Do you currently have any criminal charges pending against you?
- d. Yes ☐ No ☐ PR ☐ Have you ever had a founded report of child abuse made against you?
- e. Yes ☐ No ☐ PR ☐ Have you ever had an educational license denied, revoked, or suspended?
- f. Yes ☐ No ☐ Are you a United States citizen? If you answered "No," check if you are:
- ☐ a qualified alien (as defined in 8 U.S.C.A. § 1641). If so, please provide appropriate documentation.
 - ☐ an alien who is paroled into the United States under 8 U.S.C.A. § 1182(d)(5) for less than one year. If so, please provide appropriate documentation.
 - ☐ a foreign national not physically present in the United States.
 - ☐ other – Please provide a detailed explanation on a separate 8 1/2 x 11 sheet of paper

Statement of Fraud:

An application will be considered fraudulent, and may be denied, if it contains any false representation or omission of material fact, or if false records are submitted in support of the application.

I certify under penalty of perjury and pursuant to the laws of the state of Iowa that the preceding information is true and correct.

Signature of Applicant

Date

Form #2

SECTION II: To be completed by your Iowa public school Administrator.

Iowa Public School

- ☐ Teacher has completed a mentoring and induction program, has 2 full years of teaching experience, meets or exceeds all Iowa Teaching Standards, and is recommended for a Standard License. (Superintendent's signature NOT required.)
- ☐ Teacher is being recommended for a third-year conditional license before license decision is made. Please mark which standard(s) were not met.
- ☐ 1. DEMONSTRATES ABILITY TO ENHANCE ACADEMIC PERFORMANCE AND SUPPORT FOR AND IMPLEMENTATION OF THE SCHOOL DISTRICT'S STUDENT ACHIEVEMENT GOALS.
 - ☐ 2. DEMONSTRATES COMPETENCE IN CONTENT KNOWLEDGE APPROPRIATE TO THE TEACHING POSITION.
 - ☐ 3. DEMONSTRATES COMPETENCE IN PLANNING AND PREPARING FOR INSTRUCTION.
 - ☐ 4. USES STRATEGIES TO DELIVER INSTRUCTION THAT MEETS THE MULTIPLE LEARNING NEEDS OF STUDENTS.
 - ☐ 5. USES A VARIETY OF METHODS TO MONITOR STUDENT LEARNING.
 - ☐ 6. DEMONSTRATES COMPETENCE IN CLASSROOM MANAGEMENT.
 - ☐ 7. ENGAGES IN PROFESSIONAL GROWTH.
 - ☐ 8. FULFILLS PROFESSIONAL RESPONSIBILITIES ESTABLISHED BY THE SCHOOL DISTRICT.
- ☐ Teacher fails to meet the Iowa Teaching Standards. (Superintendent's signature required. It is the responsibility of the superintendent to report to the Board of Educational Examiners the teacher's failure to meet the Iowa Teaching Standards.

Teaching Experience From (month) _____ 20____ Until (month) _____ 20____

Two years of experience are also required to convert this license.

(If teaching experience is completed in more than one school district, each additional school district must verify experience in that district. The district's administrator should use official school letterhead to document the dates of contracted teaching experience in that district.)

Evaluator's Signature and Folder Number

Date

Superintendent's Signature and Folder Number (Not required if teacher is recommended for Standard License)

_____ District _____

SECTION II: To be completed by your nonpublic or out-of-state school Administrator.

Nonpublic or Out-of-State School

I hereby verify that the applicant in Form #1 served successfully as a teacher in this school district between the following dates. (Three years of experience in an Iowa nonpublic school or out-of-state school are necessary to convert the initial license to a standard license.

_____-_____-_____
month day year

_____-_____-_____
month day year

School District/AEA

City

State

District(s) taught:

List specific subjects taught: _____

Signature of Administrator

Date

Typed or Printed Name of Administrator

Folder # (Iowa administrators only)

(If teaching experience is completed in more than one school district, each additional school district must verify experience in that district. The district's administrator should use official school letterhead to document the dates of contracted teaching experience in that district.)